



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY RESERVE PERSONNEL COMMAND  
1 RESERVE WAY  
ST. LOUIS, MISSOURI 63132-5200

S: 13 December 2003

ARPC-OPS

01 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Application Procedure for FY 2004 Officer Candidate School (OCS)

1. The following application procedure for FY 2004 OCS is outlined for your information and appropriate action.

a. The current edition of the packet is dated 1 February 2003, all previous editions are obsolete and not to be used.

b. Missing documents and use of obsolete forms will cause delays in processing applications or rejection of the application.

2. Application Procedure.

a. **Unit commanders** shall ensure applications are prepared using the following procedure:

(1) Identify a unit vacancy that cannot be filled by normal means. If the vacancy is for a unit other than the unit submitting the application, the commander making the recommendation must note it. Applications to fill Medical Service Corps (a specialty branch) vacancies will not be accepted.

(2) Ensure the unit vacancy has been posted to the Recruit Quota System (REQUEST) within 30 days after commissioning allowing the position to be filled by a qualified officer. Should the position remain vacant after 60 days, the commander may recruit a qualified Troop Program Unit (TPU) soldier to apply for OCS.

(3) Assist the soldier in preparing an application packet IAW AR 140-50 and the enclosed OCS Checklist. Packets **MUST** be tabbed and documents placed under the appropriate tab.

(4) Schedule the soldier for a complete physical examination (including HIV test) no earlier than (NET) 1 April 2003, but no later than (NLT) submission of the application packet to the RSC.

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(5) Schedule the soldier for the Army Physical Fitness Test (APFT) NET two months prior to the individual review board. The unit commander SHALL sign the APFT card (DA Form 705).

(6) If the soldier does not have a secret clearance, a request for an interim secret clearance SHALL be initiated. Application packets will NOT be submitted until after receipt of written verification of an applicant's clearance. Packets submitted without clearance documentation will be returned without action. Attendance at OCS without a final or interim secret clearance is not permitted.

(7) Applicants not possessing a baccalaureate degree from an accredited college or university MUST be scheduled to undergo the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The RSC education specialist must verify the results.

(8) Schedule the soldier for a military photograph.

(9) Utilize the OCS Checklist to review the application for accuracy, qualifications, and thoroughness.

(10) The unit SHALL maintain a copy of the soldier's entire application packet. Upon selection to OCS, the copy SHALL accompany the candidate to the state academy upon enrollment.

b. **Intermediate commanders** shall accomplish the following upon receipt of OCS applications:

(1) Utilize the OCS Checklist to review application for compliance with instructions, accuracy, and qualifications.

(2) Return to submitting unit incomplete applications for correction.

(3) Endorse with a recommendation properly completed applications to the RSC commander.

c. **Regional Support Commands (RSC)** will accomplish the following upon receipt of an application:

(1) Utilizing the OCS Checklist, review the application for technical merit, qualifications, accuracy, completeness, and that all documents are under the appropriate tab. Send those packets complying with all requirements to AR-PERSCOM. Those packets not meeting submission requirements as outlined in Tab A1 will be held by the RSC.

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(2) Return to units incomplete applications for correction. Applicants who are age 32 years and 6 months will have their applications returned. These applicants will be assisted in applying for a direct commission from DA PERSCOM Appointments Branch.

(3) Ensure the applicant completed the APFT, SAT or ACT, and the APFT card and SAT or ACT scores, college transcripts, CLEP, any other non-traditional education documents have been verified by the unit commander and the RSC education specialist, respectively.

(4) On determination that an application is complete, the RSC commander appoints a board of officers to examine the applicant. The board should be convened NLT 1 December 2003. DA Form 6285, a controlled form, must be used as the examination form and requisitioned from the RSC Test Control Officer (TCO). Each individual examination form must be submitted from each board member. Consolidation of examination forms is disallowed. The forms may be reproduced for use.

(5) After the examining board completes scoring the applicant, forward recommended applications to Commander, AR-PERSCOM, ATTN: ARPC-OPS-R (OCS), 1 Reserve Way, Saint Louis, MO 63132-5200, NLT 16 December 2003.

(6) Soldiers not recommended will have their applications returned through the chain of command.

d. **AR-PERSCOM** will perform the following upon receipt of an application.

(1) Screen applications ensuring completeness and accuracy. Return those applications that are incomplete or do not meet qualifications under provisions of AR 140-50, table 2-1.

(2) Board and select applicants on a best-qualified basis. Consider applications requiring age waivers (not to exceed 30 years of age at time of enrollment).

(3) Board results will be transmitted through the chain of command to the applicant. Soldiers should not call AR-PERSCOM to inquire status or reason for non-selection. Soldiers should contact their RSC representative for additional information.

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3. Upon selection:

a. The RSC will contact the appropriate state ARNG OCS Academy to arrange enrollment. Academies will not accept soldiers without written approval from AR-PERSCOM.

b. In those cases where the applicant has elected to attend Federal OCS, the RSC will provide AR-PERSCOM applicant preferred attendance dates.

c. All selected candidates below the rank of SGT (E-5) will be promoted to SGT IAW AR 140-58, para 6-2d, by the RSC effective the starting date of the OCS class.

d. Upon instructions provided by the OCS Commandant, the RSC will publish Active Duty for Training (ADT).

e. The RSC will slot the soldier to a unit position vacancy as a 09S, OCS Candidate.

f. Commanders will direct soldiers to sign the Applicant's Statement of Understanding and, if necessary, reenlist or extend the soldier to ensure adequate training time is available to complete the course.

g. Officer candidates will hand-carry their MPRJs when reporting to the OCS academy.

4. Waiver requirements:

a. RSC Commanders may grant medical waivers.

b. DA PERSCOM may grant age waivers up to a maximum of 32 years, 6 months (at time of appointment). Officer candidates receiving an age waiver are not allowed to recycle or extend enrollment if it causes them to exceed the maximum allowable age on appointment.

c. Commander, PERSCOM, may grant civil conviction waivers if requests are submitted in time to meet the 16 December 2003 packet submission deadline.

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5. Soldiers found attending or completing OCS without AR-PERSCOM written authorization will be immediately disenrolled or non-considered for appointment, respectively.
6. Transfer of a soldier from the USAR to the ARNG as a condition of attendance at a state OCS academy is **NOT** authorized. Any RSC receiving such a request for transfer will contact the program manager listed below immediately.
7. For additional information, RSC representatives may contact the OCS Program Manager at (314) 592-0000, x3230, or DSN: 892-0000, x3230, or email OPSPECIAL\_OFFICER@arpstl.army.mil.

FOR THE COMMANDER:

11 Encls  
as

//signed//  
Director, Officer Personnel Management

DISTRIBUTION:

**OCS**

**APPLICATION**

**PACKET**

## OCS APPLICATION PACKET CONTENTS

COMMANDERS LETTER--PREPARED BY COMMANDER  
DA FORM 61--FORM PREPARED BY APPLICANT  
DA FORM 3574 OR 3575--FORM PREPARED BY UNIT  
APPLICANTS STATEMENT OF UNDERSTANDING--STANDARDIZED FORM TAB D  
UNIT VACANY STATEMENT--STANDARDIZED FORM TAB E  
BIRTH EVIDENCE--COPY OF BIRTH CERTIFICATE  
TRANSCRIPTS AND DIPLOMAS--COPIES OF EACH  
DA FORM 2-1, DA FORM 2A--COPIES FROM FILE  
SAT/ACT SCORE--COPY OF A TEST RESULT  
SF 88, 93-- COPY OF PHYSICAL FROM THE FILE  
HEIGHT/WEIGHT VERIFICATION--STANDARDIZED FORM TAB K  
DA FORM 705--COPY FROM FILE  
OFFICIAL PHOTO  
LETTERS OF RECOMMENDATION  
WAIVER DOCUMENTS--IF REQUIRED  
REENLISTMENT DOCUMENT-- IF REQUIRED  
BOARD INTERVIEW--DA FORM 6285 FROM EACH MEMBER  
ECLT RESULT--IF REQUIRED  
DA FORM 1058--IF ATTENDING OCS AT FT BENNING  
LOCATION SELECTION--STANDARDIZED FORM TAB T

PACKETS WILL BE PLACED IN A FILE FOLDER AND ATTACHED AT THE TOP BY A 2 HOLE FASTENER.

PLASTIC DOCUMENT HOLDERS WILL NOT BE USED.

## **RECOMMENDED TIMELINES FOR PACKET COMPLETION FOR CONSIDERATION BY THE JANUARY BOARD**

APRIL DRILL: BEGIN TO IDENTIFY POSITIONS AND POTENTIAL CANDIDATES,  
SUBMIT REQUEST TO USARC FOR INTERIM SECRET CLEARANCE  
IF APPLICANT DOES NOT POSSESS A FINAL SECRET CLEARANCE.  
**A MINIMUM INTERIM CLEARANCE MUST BE IN THE PACKET.**

MAY DRILL: SCHEDULE PHYSICALS FOR CANDIDATES

JULY DRILL: SCHEDULE INTERVIEW PLAN #2, (STRUCTURED INTERVIEW ARMY  
PRECOMMISSIONING SELECTION COLLEGE BACKGROUND FORMAT)  
DA FORM 6285 AND MILITARY PHOTOGRAPH

SEPTEMBER DRILL: SOLDIER TURNS IN COMPLETED PACKET TO UNIT FOR REVIEW

OCTOBER DRILL: CONDUCT APFT AND FORWARD PACKET TO MUSARC

NOVEMBER: MUSARC HOLDS INTERVIEW BOARD

**15 DECEMBER:** DEADLINE FOR RECEIPT OF PACKET AT AR-PERSCOM FOR  
CONSIDERATION AT THE JANUARY BOARD



## **ATTENDANCE CHART FOR APPROVED OCS PACKETS FY 2002**

### **FOR PACKETS APPROVED BY THE FY 2002 BOARD (JAN) AT ARPERSCOM**

APPROVED FOR FT BENNING, GA THRU SEPTEMBER 2002

APPROVED FOR NG ACADEMY ENROLLMENT, JAN-APR 2002 ONLY

### **FOR PACKETS APPROVED BY THE FY 2002 OUT OF CYCLE BOARDS (JAN-JUL 2002 AT ARPERSCOM**

APPROVED FOR FT BENNING, GA THRU SEPTEMBER 2002

APPROVED FOR NG ACADEMY ENROLLMENT IF APPROVED NLT 15 FEB 02

**ALL OUT OF CYCLE PACKETS APPROVED AFTER 15 FEBRUARY 2002 WILL BE APPROVED FOR ATTENDANCE AT FT BENNING, GA ONLY**

**OFFICER CANDIDATE SCHOOL CHECKLIST  
FEDERAL OCS AND ARNG ACADEMY OCS**

**THIS CHECKLIST MUST BE IN ALL PACKETS  
ALL PACKETS MUST BE TABBED, A THRU T**

NAME \_\_\_\_\_ AGE \_\_\_\_\_ SSN \_\_\_\_\_

**TAB A**

\_\_\_\_\_ Commanders cover letter and endorsements from chain of command (AR 135-100, para 2-1a (7)(a))

**TAB A1**

\_\_\_\_\_ Security clearance statement reflecting the individual possesses a Final Secret clearance, the date the investigation was completed, the date the clearance was granted signed by the Unit Commander or Unit Security Manager OR, a written statement from the Security office, USARC, reflecting they have granted an Interim Secret clearance (AR 140-50, para 3-7c, figs 3-1 and 3-2)

**TAB B**

\_\_\_\_\_ DA Form 61, Application for appointment (AR 140-50, para 3-1c(1))

**TAB C**

\_\_\_\_\_ DA Form 3574 or 3575, certificate of acknowledgement and understanding of service requirements (AR 135-100, para 1-10)

**TAB D**

\_\_\_\_\_ Applicants statements of understanding (to accept commission/branch, vacate current reserve position, OBC within 36 months, DA policy on religious practices. All statements are contained on one sheet (AR 135-100, para 2-1(4), 2-1a(2), 2-1a(5). REFER TO STANDARDIZED FORM LABELED TAB D

**TAB E**

\_\_\_\_\_ Unit vacancy statement (AR 140-50, para 2-5a), use revised form dated 3Jan2000, refer to letter of instruction for FY 2001 applications. REFER TO STANDARDIZED FORM LABELED AS TAB E

**TAB F**

\_\_\_\_\_ Documentary evidence of birth/citizenship (AR 140-50, para 3-1b(1).

# **OFFICER CANDIDATE SCHOOL CHECKLIST FEDERAL OCS AND ARNG ACADEMY OCS**

## **TAB G**

\_\_\_\_\_ **TRANSCRIPTS AND DIPLOMA ARE MANDATORY** from a university verifying educational requirements per table 2-1, rule D, (AR 140-50, para 3-1b(2)). **TRANSCRIPTS VERIFYING EDUCATION MUST BE VERIFIED BY THE EDUCATION SPECIALIST @ THE RSC/DIV/MACOM/TAACOM/ARCOM. VERIFICATION MEMO MUST BE UNDER THIS TAB ON TOP OF THE TRANSCRIPTS**

## **TAB H**

\_\_\_\_\_ **DA Form 2-1, AND DA Form 2a, personnel qualifications records (AR 135-100, para 2-1a(6)(d)(e))**

\_\_\_\_\_ **Evidence of GT score of at least 110 (AR 140-50, table 2-1, rule C)**

## **TAB I**

\_\_\_\_\_ **Evidence of SAT/ACT score NOT MORE THAN 6 YEARS OLD (AR 140-50, table 2-1, rule C) and AR 140-50, para 3-1b(3), VERIFIED BY THE EDUCATION SPECIALIST AT THE RSC/DIV/MACOM/TAACOM/ARCOM. NOT REQUIRED IF APPLICANT HAS A 4 YEAR DEGREE OR HIGHER.**

## **TAB J**

\_\_\_\_\_ **SF 88/93 Report of medical exam/history completed less than 1 year prior to this application. Physical profile of at least 222221 (AR 140-50, table 2-1, rule E)**

\_\_\_\_\_ **VERIFY EVIDENCE OF HIV TESTING (AR 140-50, table 2-1, rule E)**

\_\_\_\_\_ **VERIFY EVIDENCE OF DNA ON FILE WITH DEERS OR PROVIDE DNA SPECIMEN SAMPLE**

## **TAB K**

\_\_\_\_\_ **Verify height and weight (AR 140-50, table 2-1, rule F). REFER TO STANDARDIZED FORM LABELED AS TAB K.**

## **TAB L**

\_\_\_\_\_ **DA Form 705, APFT Scorecard, dated and witnessed by UNIT COMMANDER, no more than two months prior to interview board (AR 140-50, para 2-3)**

## **TAB M**

\_\_\_\_\_ **Official military photograph (AR 140-50, para 3-1b(5))**

## **TAB N**

\_\_\_\_\_ **Not more than three letters of recommendation (AR 140-50, para 3-1b(4))**

# **OFFICER CANDIDATE SCHOOL CHECKLIST FEDERAL OCS AND ARNG ACADEMY OCS**

## **TAB O**

\_\_\_\_\_ Affidavits requesting waiver for (AGE, MEDICAL, OR CIVIL CONVICTION), if applicable (AR 140-50, para 3-1b (8)(d)) **ALL WRITTEN REQUESTS BY INDIVIDUALS MUST BE UNDER THIS TAB**

## **TAB P**

\_\_\_\_\_ Reenlistment documents if the soldier does not have enough time remaining on the current contract to complete the course (AR 140-50, table 2-1, rule L)

## **TAB Q**

\_\_\_\_\_ Interview board results recorded on DA Form 6285 (AR 140-50, para 3-3, AR 351-5, para 3-8b. **THE INDIVIDUAL SCORING SHEET OF EACH MEMBER OF THE BOARD MUST BE SUBMITTED, NO CONSOLIDATION OF SCORING SHEETS WILL BE ACCEPTED. COMPLETE THE ENTIRE INTERVIEW PLAN #2, DA FORM 6285 AND SEND WITH THE OCS PACKET.**

## **TAB R    (NEW TAB--NEW REQUIREMENT)**

\_\_\_\_\_ **FOR PERSONNEL WHOSE NATIVE LANGUAGE IS NOT ENGLISH, MUST SUBMIT AN ENGLISH COMPREHENSIVE LEVEL TEST (ECLT) WITH A SCORE OF 80 OR HIGHER. (AR 140-50, TABLE 2-1, RULE D(2)(b)).**

## **TAB S**

\_\_\_\_\_ **DA form 1058 for the 14 week course at Ft Benning, GA (AR 140-50, para 3-9a(4))**  
**Insure form reflects the 1<sup>st</sup> and 2<sup>nd</sup> choice of dates for attendance**

## **TAB T**

\_\_\_\_\_ **SELECTION OF OCS LOCATION**

**Select choice and insert name, date and signature REFER TO STANDARDIZED FORM LABELED AS TAB T**

**ENCLOSURE TO APPLICANT PACKET**

**FULL TIME POINT OF CONTACT AT GENERAL OFFICER COMMAND**

**NAME**\_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**FULL TIME POINT OF CONTACT AT RESERVE UNIT**

**NAME**\_\_\_\_\_

**PHONE**\_\_\_\_\_

**FAX**\_\_\_\_\_

**EMAIL**\_\_\_\_\_

**PLACE THIS DOCUMENT ON TOP INSIDE OF OCS PACKET**

---

Date

ARPC-OPS-R (145)

MEMORANDUM FOR Commander, ARPERSCOM, ATTN: ARPC-OPS-R-OCS,  
1 Reserve Way, St. Louis, MO 63132-5200

SUBJECT: Acknowledgement of OCS Notice of Selection

I, \_\_\_\_\_ having been notified that I have been selected to attend  
Officer Candidate School, Certify that I:

(1). Will attend the school for which selected.

(2) Intend to complete the course of study, and upon successful completion and graduation,  
will accept appointment as a Reserve Officer of the Army in the grade of second lieutenant.  
A copy of the promotion order must be forwarded to this Headquarters.

(3). Will accept assignment to a troop program unit of the U.S. Army Reserve, if offered.

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(Signature)

---

(Date)

## APPLICANT'S STATEMENT OF UNDERSTANDING

### TAB D, Statements of Understanding

1. I understand that my present reserve status will be vacated by my acceptance of an appointment as a second lieutenant.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

2. I understand that I must complete a resident officer basic course within 36 months of the date of my appointment as a lieutenant or be subject to discharge per AR 135-175.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

3. I acknowledge the Army policy concerning accommodating religious practices as stated below.

Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety, or discipline. The Army places high value on the rights of its members to observe the tenants of their religious practices. Conditions of accommodation may change based on military need. Policy guidelines are contained in AR 600-20 and AR 165-20.

I understand that the Army cannot guarantee accommodation of religious practices as stated below:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

5. I agree to accept a commission in any branch as determined by the Department of the Army.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

## UNIT VACANCY STATEMENT

### **TAB E Unit Vacancy Statement**

**A VACANT POSITION EXISTS IN THIS UNIT AND WILL BE HELD OPEN  
PENDING THE APPOINTMENT OF**

---

**(APPLICANTS NAME, RANK, SSN**

**UNIT NAME AND MAILING ADDRESS INCLUDING ZIPCODE:**

---

**UNIT POC AND PHONE NUMBER:**\_\_\_\_\_

**UNIT UIC:**\_\_\_\_\_

**MOS (AOC)**\_\_\_\_\_

**AUTH GRADE:**\_\_\_\_\_

**VACANCY PARA #**\_\_\_\_\_

**VACANCY LINE #**\_\_\_\_\_

**VACANCY POSITION #**\_\_\_\_\_

**VACANCY BRANCH**\_\_\_\_\_

**BRANCH TO BE COMMISSIONED IN:**\_\_\_\_\_

---

**COMMANDERS NAME, TYPED AND SIGNATURE**

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**RANK, BRANCH  
COMMANDING**

**The Branch must be one of the following:**

**AR,AV,IN,AD,MI,SC,TC,OD,MP,CM,AG,FI,FA,QM,EN**